



## **PROCEDURES FOR VISITORS, VENDORS AND CONTRACTORS**

The health and safety of all members of the campus community is Kean University's top priority. In an effort to further reduce density on campus, as instructed by Governor Murphy, all University faculty and staff must take steps to limit non-essential visitors, vendors and contractors on campus. In addition to the general safeguarding measures that have been put in place to help reduce the spread of COVID-19, additional safety protocols must be implemented for when visitors, vendors and/or contractors are on campus. Visitors who do not get out of their vehicle, i.e. uber/lyft drivers, food/mail delivery services, etc. are exempted from these procedures.

### **Non-essential Visitors, Vendors and Contractors**

Non-essential visitors, vendors and contractors are **NOT** allowed on campus until further notice, and faculty and staff must conduct business with them remotely whenever possible.

### **Essential Visitors, Vendors and Contractors**

If an in-person meeting with or on-site service from a visitor, vendor or contractor is essential, the following safeguards must be adhered to by all faculty and staff:

- Prior approval of the AVP or VP of the Department must be obtained in writing.
- The Department of Public Safety/Police is keeping a log of all visitors to campus and must be notified in advance of the visit. Contact [kupolice@kean.edu](mailto:kupolice@kean.edu) to schedule your visitor(s) and provide (i) your name and department, (ii) date, time, and location where the visitor will be on campus, and (iii) company, name of visitor, and contact information for visitor, including address, phone number and email. This information will be used for contact tracing purposes in the event that there is a coronavirus outbreak on campus.
- Advise all visitors to report to the KUPD security officer at the Kean Hall welcome desk upon arrival during business hours.
- Ensure that face coverings or masks are worn by all visitors, vendors and contractors while on campus, except when doing so would inhibit an individual's health. If a visitor cannot wear a mask, an extra effort shall be made to eliminate the need for an on-campus visit and interact remotely instead. If this is not possible, the rationale must be presented to the relevant Vice President for prior approval of the visit, and extra measures must be taken to ensure social distancing is possible at all times.
- Ensure that all visitors, vendors and contractors download the #CampusClear App and perform a self-health screening prior to arrival each day.
- Require all visitors, vendors and contractors to maintain social distance of six (6) feet whenever possible.
- Provide all vendors and contractors with the COVID-19 Guidelines attached hereto prior to entry on campus.

### **Full-time On Campus Vendors (such as ABM, Meridian and Gourmet Dining)**

Full-time on campus vendors do not need the prior approval of the AVP or VP of the Department and do not need to report to Kean Hall upon arrival to campus. All other safeguards listed above must be adhered to. These vendors are required to submit an operational plan to appropriate Kean University personnel, which includes information on safety protocols, prior to the start of the semester. These protocols must be consistent with the University's [Restart Plan](#).



## COVID-19 Guidelines for Vendors and Contractors

Due to the evolving COVID-19 pandemic, Kean University is modifying its protocols and procedures for all on-campus vendors and contractors. Effective immediately, the following guidelines are in effect on all of Kean University's campuses for vendors and contractors until further notice.

- Only approved vendors with authorized work orders and/or purchase orders will be allowed on campus (exception for full-time on campus vendors)
- Vendor must maintain a log of employees with dates/times/locations on campus for contact tracing purposes and provide same to Kean University upon request
- Vendor must provide all employees on campus with the attached COVID-19 Symptom Checker prior to arrival on campus (NOTE: The COVID-19 Symptom Checker does not have to be filled out and sent to Kean.)
- Vendor must ensure employees download and use the #CampusClear App every day prior to arriving on campus and show the "Good to Go!" screen to the appropriate University personnel upon arrival (more information on the app can be found at <https://www.kean.edu/return-campus>)
- Vendor must ensure that its employees are symptom free and do not come to campus if they are exhibiting any symptoms consistent with COVID-19, been in contact with a person diagnosed with or being tested for COVID-19, or traveled outside of the United States or to areas within the United States identified by Governor Murphy as hotspots within 14 days of arrival to campus
- Vendor must notify appropriate Kean University personnel if any of its on-campus employees test positive or exhibit any symptoms of COVID-19, as listed in the COVID-19 Symptom Checker, and cooperate with University personnel and local health officials in their contact tracing efforts
- Vendor must provide training to all employees on proper hand washing and sanitizing techniques (see attached CDC poster)
- Vendor must require employees to wear face coverings at all times while on campus, except when doing so would inhibit an individual's health (prior approval from the University would be necessary in that case)
- Vendor must require employees to comply with social distancing protocols keeping a distance of six (6) feet from others while on campus
- Vendor must require employees to abide by all other University protocols in place to reduce the spread of COVID-19 on its campuses as set forth in the University's [Restart Plan](#), as may be amended, and to follow instructions of University personnel while working on campus

All vendors and contractors are expected to follow these guidelines until further notice. Failure to do so will result in the removal of vendor/contractor from campus.

[NOTE: This form is for informational purposes and does NOT need to be submitted]

## COVID-19 SYMPTOM CHECKER

**Before arriving to any Kean University campus, all visitors should review the following:**

In the past 14 days:

Have you tested positive for COVID-19?

Yes  No

Have you been in close contact with someone who tested positive for COVID-19?

Yes  No

Have you traveled out of the United States or to one of the States listed on the <https://covid19.nj.gov/> travel advisory?

Yes  No

Do you have a fever above 100.4 degrees Fahrenheit?

Yes  No

Do you have any of the following symptoms? (Check all that apply)

Shortness of breath  Yes  No

NEW Cough  Yes  No

NEW Loss of Taste or Smell  Yes  No

Sore Throat  Yes  No

Congestion or Runny Nose (not allergies)  Yes  No

NEW Unexplained Fatigue  Yes  No

Muscle or Body Ache  Yes  No

NEW Headache  Yes  No

Nausea or Vomiting  Yes  No

Diarrhea  Yes  No

**If you answer “No” to all questions, proceed to campus.**

**If you answer “Yes” to any question, DO NOT proceed to campus. Notify the appropriate University personnel and consult your health provider.**

# Stop Germs! Wash Your Hands.

## When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



## How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



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